

**Nerstrand Elementary School Policy 903**  
**Independent Charter School District #4055**  
*Adopted: 9/12/2016*

**903 VISITORS TO NERSTRAND ELEMENTARY SCHOOL BUILDING AND SITE**

**I. PURPOSE**

The purpose of this policy is to inform the school community and the general public of the position of the school Board of Directors on visitors to our school building and other school property.

**II. GENERAL STATEMENT OF POLICY**

- A. The Board of Directors encourages interest by parents and community members in school programs and student activities. The Board of Directors welcomes visits to our school and school property by parents and community members, provided the visits are consistent with the education, health and safety of students and employees and are conducted within the procedures and requirements established by the school district.
- B. The Board of Directors desires that its learning and work environments be safe, conducive to learning, and free of activity that may be disruptive to student learning and the work environment for employees.

**III. RESPONSIBILITY**

The Nerstrand Elementary School's administration shall present recommended visitor procedures and requirements to the school Board of Directors for review and approval. Upon approval by the school Board of Directors, the visitor procedures shall become part of this policy. The Director of the School shall provide coordination needed throughout the process and shall provide for periodic school Board of Directors' review of the procedures.

**IV. VISITOR LIMITATIONS**

- A. An individual or group may be denied permission or such permission may be revoked to visit our school or school property if the visitor(s) does not comply with the Nerstrand Elementary School procedures and regulations or if the visit is not in the best interest of students, employees or the School.
- B. An individual or group who enters the school property without complying with the procedures and requirements may be guilty of criminal trespassing and thus subject to criminal penalty. Such persons may be detained by the Director of the School in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

**Legal References:** Minn. Stat. §§ 124E.01-124E.26 (Charter School Law)  
Minn. Stat. §609.605 Subd. 4 (Trespass on School Property)

**Nerstrand Elementary School Policy 906 Draft**  
**Independent Charter School District #4055**  
*Adopted: 12/09/2002*

## **906 COMMUNITY NOTIFICATION OF PREDATORY OFFENDERS**

*[Note: School board adoption of a policy regarding a predatory offender notification is discretionary. The statute, Minn. Stat. § 244.052 does not impose any mandatory duty on school districts. The statute imposes duties on law enforcement agencies. However, the school district may wish to adopt a policy if it intends to respond to these notifications from local law enforcement agencies. School districts are cautioned that the procedures contained in this policy are not mandatory or required by the statute and may impose liability upon the school district if they are not properly followed. Accordingly, before this policy is adopted, the school district should consider carefully whether it wishes to undertake the responsibilities outlined herein.]*

### **I. PURPOSE**

The purpose of this policy is to assist school administrators and staff members in responding to a notification by a law enforcement agency that a convicted predatory offender is moving into the school district so that they may better protect individuals in the school's care while they are on or near the school district premises or under the control of the school district.

### **II. GENERAL STATEMENT OF POLICY**

A. It is the policy of Nerstrand School to provide information to staff regarding known predatory offenders that are moving into the school district so that they may monitor school premises for the safety of the school, its students and employees. Staff will be notified as appropriate and have access to Offender Fact Sheets.

B. The Director, in cooperation with appropriate school transportation officials, will evaluate bus routes and bus stops. Bus drivers will have access to Offender Fact Sheets. If necessary, bus stops may be moved if they place children in close proximity to a predatory offender who has been convicted of crimes against children of similar ages.

C. The Director in conjunction with the staff shall prepare or provide safety information for distribution to students regarding protecting themselves from abuse, abduction or exploitation. Nerstrand School will prepare a list of available resources. Staff will provide safety information to students on how to protect themselves against abuse, abduction or exploitation. School officials local law enforcement officials for assistance in providing instruction to staff and/or students.

### **III. DEFINITIONS**

(These definitions are compiled from the provisions of Minn. Stat. § 244.052)

A. The "Community Notification Act," Minn. Stat. § 244.052, as amended, allows law enforcement agencies to disclose information about certain predatory offenders when they are released into the community. The information disclosed and to whom it is disclosed will depend upon their assessment of the level of risk posed by the predatory offender.

B. "Risk Level Assessment" is the level of danger to the community as established by the Minnesota Department of Corrections following a review by a committee of experts. The level of risk assigned to a soon-to-be-released offender determines the scope of notification. (Minn. Stat. § 244.052, subds. 2, 3)

C. "Risk Levels"

1. "Level I" -- Risk Level I is assigned to a predatory offender whose risk assessment score indicates a low risk of reoffense.

2. "Level II" -- Risk Level II is assigned to a predatory offender whose risk assessment score indicates a moderate risk of reoffense.

3. "Level III" -- Risk Level III is assigned to a predatory offender whose risk assessment score indicates a high risk of reoffense.

(Minn. Stat. § 244.052, subd. 3(e))

D. "Notification or Disclosure by Law Enforcement Agency"

1. Risk Level I -- The local law enforcement agency may disclose certain information to other law enforcement agencies and to any victims of or witnesses to the offense committed by the offender. There will be no disclosure to school districts.

2. Risk Level II -- In addition to those notified in Level I, a law enforcement agency may notify agencies and groups the offender is likely to encounter that the offender is about to move into the community and provide to those agencies and groups an Offender Fact Sheet on the offender. School districts, private schools, day care centers and other institutions serving those likely to be victimized by the predatory offender are included in a Level II notification.

3. Risk Level III -- In most cases, the local law enforcement agencies will hold a community meeting and distribute an Offender Fact Sheet with information concerning and a photograph of the soon-to-be-released Level III offender.

(Minn. Stat. § 244.052, subd. 4)

E. "Offender Fact Sheet" is a data sheet compiled by the Department of Corrections or local law enforcement agency. The Offender Fact Sheet contains both public and private data including a photograph and physical description of the predatory offender, as well as the general location of the offender's residence.

1. A local law enforcement agency will generally provide Offender Fact Sheets for Level II predatory offenders directly to the school district.

2. Level III Offender Fact Sheets will be distributed at a community meeting conducted by the local law enforcement agency.

F. "Law enforcement agency" means the law enforcement agency having primary jurisdiction over the location where the offender expects to reside upon release. (Minn. Stat. § 244.052, subd. 1(c))

G. "Criminal history conviction data" is public data on a convicted criminal compiled by the State Bureau of Criminal Apprehension (BCA). (Minn. Stat. § 13.87)

#### **IV. PROCEDURES**

##### **A. Level II Notification**

In keeping with the statutorily designated purpose that Offender Fact Sheets are to be used by staff members to secure the school and protect individuals in the school district's care while they are on or near the school district's premises or under the control of the school district, the school district will take the following steps:

1. The Director shall notify the law enforcement agencies within the school district that all appropriate Level II and Level III notifications are to be provided at least to the Nerstrand School Director.

2. Upon notification of the release of a Level II predatory offender, the Director shall forward the Offender Fact Sheet to all building principals and central office administrators. This would include transportation, food service and buildings and grounds supervisors.

3. Principals of schools in close proximity to the Level II predatory offender's residence shall meet with staff and show the Offender Fact Sheet to persons within the buildings who supervise students or who would be in a position to observe if the Level II offender was in or around the school. This includes, but is not limited to, administrators, teachers, coaches, paraprofessionals, custodians, clerical and office workers, food service workers, volunteers and transportation providers.

4. Nerstrand School shall request criminal history conviction data on the Level II predatory offender from its local law enforcement agency. On a case-by-case basis, the Director may determine whether to send a letter to parents with general information regarding release of the Level II offender and a copy of the criminal history conviction data that Nerstrand School obtained from its local law enforcement agency. The offender fact sheet contains data classified as private or not public under Minnesota law and may only be distributed to parents, students or others outside the school district if it determines the release is for the purpose of securing the school and protecting individuals under the school's care while they are on or near school premises.

5. The Director shall ensure the Offender Fact Sheet is posted in the building in areas accessible to staff and employees, but not the general public unless a determination has been made that public posting will help secure the school or protect students.

6. Nerstrand School will not distribute or provide access to Level II Offender Fact Sheets to parents, students or others outside the school district unless a determination has been made that dissemination of the data will help secure the school or protect students.

*[NOTE: The Department of Administration issued an opinion confirming that the Predatory Offender Fact Sheet contains private data or not public data. However it is the department's opinion that a school district may release any information contained in the notification to anyone if it determines that the release of data will help secure the school or protect students.]*

##### **B. Level III Notification**

1. The Director shall notify law enforcement agencies within the school district that all Level III notifications of community meetings are to be provided to the Nerstrand Board of Directors.
2. When a Level III predatory offender is released into a community, generally the local law enforcement agency will notify the school of the time and location of the community meeting at which the Level III Offender Fact Sheet will be distributed to the community.
3. When the Nerstrand School receives this information, the Director determines on a case-by-case basis whether the school will notify parents and students of the time, date and location of the community meeting.
4. When notified of a Level III predatory offender community meeting the Director or other school designee shall attend the community notification meeting.
5. When the Nerstrand School receives information that a Level III predatory offender is moving into the school district, in addition to following the procedures specified above, the school shall follow the procedures outlined for a Level II notification.